

MONITORING INSTRUMENT ITEM REPORT

2013–14 Program Instruments

Migrant Education On-site 2013–14

I. INVOLVEMENT

I-ME 01: Parent Advisory Councils

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-M 1. District and regional parent advisory councils (PACs) fulfill their responsibilities to:

- (a) Establish migrant education program goals, objectives, and priorities.
- (b) Review annual needs assessments, program activities for each school, and individualized educational plans.
- (c) Advise on the selection, development, and reassignment of migrant education program staff.
- (d) Be actively involved in the planning and negotiation of program applications and service agreements. (20 U.S.C. § 6394 (c)(3)(A), (B); California Education Code (EC) Section 54444.4(a).)

1.1 Members of the advisory council were elected by parents of migrant students at a general meeting to which all parents of pupils enrolled in the migrant program were invited. (EC § 54444.2.(a)(1).)

1.2 The composition of the migrant parent council is determined by the parents of children enrolled in the migrant program. (EC § 54444.2(a)(1).)

1.3 At least two-thirds of the migrant program parent council consist of parents of migrant children. (EC § 54444.2(a)(1).)

1.4 The LEA trains parent councils to carry out their responsibilities. (EC §§ 54444.2(a)(4), 54444.4(a)(4).)

1.5 The Regional Application and District Service Agreements are presented to parents in a format and language understandable to them. (20 U.S.C. § 6394 (c)(3)(B).)

Associated Documents

Required and Suggested Documents

- ME Certificates of Eligibility for ME PAC Members [r]
- ME PAC announcements [s]
- ME PAC Bylaws [s]
- ME PAC meeting agendas, minutes, and sign-in sheets [r]
- ME PAC meeting announcements [s]
- ME PAC Meeting Calendar [r]
- ME PAC Roster [r]

Legal References

I. INVOLVEMENT

I-ME 02: Consultation with Private Schools

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators I-M 2. For Elementary and Secondary Education Act (ESEA) programs, the LEA consulted with appropriate private school officials during the development of the program concerning:

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- (a) Identification of students' needs (20 U.S.C. §§ 6320 (b)(1)(A), 7881 (c)(1)(A).)
- (b) What services will be offered (20 U.S.C. §§ 6320 (b)(1)(B), 7881 (c)(1)(B).)
- (c) Service delivery options, including services through a contract with a third-party provider (20 U.S.C. §§ 6320 (b)(1)(C)(G), 7881 (c)(1)(C).)
- (d) Assessment and improvement of services (20 U.S.C. §§ 6320 (b)(1)(D), 7881 (c)(1)(D).)
- (e) The size and scope of services and the proportion of funds allocated (20 U.S.C. §§ 6320 (b)(1)(E), 7881 (c)(1)(E).)
- (f) Program delivery options (20 U.S.C. §§ 6320 (b)(3), 7881 (c)(4).)
- (g) Reasons for not using a contractor preferred by private school officials (20 U.S.C. §§ 6320 (b)(1)(H), 7881 (c)(2).)
- (h) The method and sources of data to determine the number of low-income private school students from eligible attendance areas (20 U.S.C. § 6320 (b)(1)(F).)
- (i) The right to complain to the California Department of Education concerning Title I, Part A, programs (20 U.S.C. § 6320 (b)(5)(A).)
- (j) Services for students eligible to participate in the migrant education program (20 U.S.C. § 7881 (b)(1)(B).)

Associated Documents Affirmation signed by participating private schools [r]
Dated notice to private schools of ESEA eligibility [r]
LEA Plan [r]

Required and Suggested Documents

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-ME 03: Migrant Region Services

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II-M 3. The migrant region provides:

- (a) Technical assistance to LEAs according to the service agreement
- (b) Interagency coordination that improves services to migrant students
- (c) Direct services required by the service agreement (EC § 54444.4(c).)

Associated Documents LEA Plan [r]
ME District Services Agreement [r]
ME evaluation reports [r]
ME Needs Assessment [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents ME records of Professional Development Activities for Teachers and Staff [r]
ME records of technical assistance and Interagency coordination activities; agendas, minutes, and sign-in sheets [r]

Legal References

II. GOVERNANCE AND ADMINISTRATION

II-ME 04: District Services

Updated 06/04/2013 by Administrator Administrator

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SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-M 4. The district provides: (a) Services in compliance with state and federal law (b) Information to parents (c) Support to instructional staff (EC § 54444.4(b).)
Associated Documents	ME District Services Agreement [r] ME Needs Assessment [r] School language census data [r] Single Plan for Student Achievement (SPSA) [r]
Required and Suggested Documents	ME letters and notices to parents [r] ME letters and notices to parents in necessary languages as determined by the School Language Census [r] ME list of all students in the district by school and grade level (hard copy only) [r]
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-ME 05: N/A

Updated 06/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	
Associated Documents	
Required and Suggested Documents	
Legal References	

II. GOVERNANCE AND ADMINISTRATION

II-ME 06: Implements and Monitors LEA Plan

Updated 06/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	II-M 6. An LEA operating ESEA programs implements and monitors the approved LEA plan. (20 U.S.C. § 6312(b)(1)(A)(i), (ii), (iii).)
Associated Documents	LEA Plan [r]

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ME evaluation reports [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested
Documents

Legal References

II. GOVERNANCE AND ADMINISTRATION

II–ME 07: Inventory

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators II–M 7. For all categorical programs, the LEA maintains an inventory record for each piece of equipment, with an acquisition cost of \$500 or more per unit, that is purchased with state and/or federal funds. The record describes the acquisition by:

- (a) Type
- (b) Model
- (c) Serial number
- (d) Funding source
- (e) Acquisition date
- (f) Cost
- (g) Location
- (h) Current condition
- (i) Transfer, replacement, or disposition of obsolete or unusable equipment
(EC § 35168; 5 CCR 3946; 34 CFR 80.32(d)(I).)

7.1 The school district has conducted a physical check of the inventory of equipment within the past two years and has reconciled the result with inventory records. (34 CFR 80.32[d][2].)

Associated Documents

Required and Suggested
Documents ME Equipment inventory records [r]

Legal References

III. FUNDING

III–ME 08: Use of Funds

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III–M 8. The migrant region and LEA use migrant education funds only for allowable activities and equipment. (20 U.S.C. § 6394 (c)(1)(A).)

Associated Documents ME District Services Agreement [r]
ME Personnel Activity Reports (PARs) [r]

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Required and Suggested Documents ME staff, materials, and equipment expenditure records [r]

Legal References

III. FUNDING

III-ME 09: Supplement Not Supplant

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-M 9. For the Migrant Education Program, the LEA uses categorical funds only to supplement, and not supplant, state and local funds: Title I, Part C. (20 U.S.C. §§ 6321(b), 6394 (c)(2).)

Associated Documents LEA Plan [r]
ME expenditure reports [r]
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents Master school schedule [r]
ME duty statements; regular year and summer school [r]
ME LEA summer school records [r]
ME lesson plans for before and after class and/or Saturday school programs [s]
ME regular and summer school daily schedules [r]

Legal References

III. FUNDING

III-ME 10: Salaries and Wages

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators III-M 10. The LEA properly assesses administrative charges for direct or indirect costs of federal funds for salaries and wages in proportion to an allowable quantity and duties of the employee. (California School Accounting Manual [CSAM]; OMB Circular A-87, Attachment B, 8.h; OMB Circular A-133, ED Cross-Cutting Section, III.B.2) (20 U.S.C. § 6825 (b).)

10.1 Each employee paid in part from a single cost objective and in part from other revenue, or an employee paid from multiple cost objectives, completes a Personnel Activity Report (PAR) each pay period, or an approved sampling method is used. (CSAM; OMB Circular A-87, Attachment B, 8.h; OMB Circular A-133, ED Cross-Cutting Section, III.B.2) (EC § 52853 (a)(7).)

Associated Documents ME expenditure reports [r]
ME payroll records [r]
ME Personnel Activity Reports (PARs) [r]

Required and Suggested Documents ME duty statements; regular year and summer school [r]

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ME time accounting records [r]

Legal References

IV. STANDARDS, ASSESSMENT, AND ACCOUNTABILITY

IV-ME 11: Evaluation, Assessment, and Effectiveness

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators IV-M 11. The migrant region and LEA measure migrant student progress against the desired outcomes of the migrant education program and state academic content standards. (20 U.S.C. § 6396(a)(1)(D).)

11.1 The LEA completes an individual assessment of the educational and health needs of each migrant student within 30 days of enrollment. (EC § 54443.1[a].)

11.2 The LEA identifies and addresses the needs of migrant children in coordination with other categorical programs. (20 U.S.C. § 6396[a][1][A].)

11.3 The LEA identifies and addresses the needs of migrant children through measurable program goals and outcomes. (20 U.S.C. § 6394[b][1][D].)

11.4 The LEA and migrant region use academic assessment results and other pertinent migrant student data to improve the academic achievement of students. (20 U.S.C. § 6311[b][10].)

11.5 The LEA and migrant region evaluate and determine the effectiveness of their programs and projects in providing migratory children with the opportunity to meet the same challenging State content and performance standards. (20 U.S.C. § 6394[c] and 34 CFR 200.42[a].)

Associated Documents LEA Plan [r]
ME District Services Agreement [r]
ME evaluation reports [r]
ME sample Certificates of Eligibility of migrant students (r)
Single Plan for Student Achievement (SPSA) [r]

Required and Suggested Documents ME Individual Needs Assessment form [r]
ME records of coordination with other state and federal programs [r]

Legal References

V. STAFFING AND PROFESSIONAL DEVELOPMENT

V-ME 12: Staffing

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators V-M 12. The migrant region and LEA provide professional development programs and support for teachers and other program staff members. (20 U.S.C. § 6394[c][6][B]); EC § 54444.4[b][3], [c][5].)

12.1 Migrant program summer school staff members are properly credentialed and have cultural training and understanding of the special needs of migrant children. (EC § 54444.3[a][4].) Elementary and Secondary

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Educational Act (ESEA Section 1119)

Associated Documents

Required and Suggested Documents ME records of technical assistance and Interagency coordination activities; agendas, minutes, and sign-in sheets [r]
ME staff credentials; regular year and summer school [r]
ME staff credentials; summer school [r]
ME staff development plans and policies; regular year and summer school [r]

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-ME 13: Equal Opportunity

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-M 13. The migrant region and LEA provide migrant children with the opportunity to meet state academic content and achievement standards. (20 U.S.C. § 6396[a][1][C].)

13.1 The migrant region and LEA provide services required by state and federal laws or regulations. (EC § 54444.4 [b][1].)

13.2 The LEA provides to migrant program schools general fund services comparable to those provided to other schools. (20 U.S.C. § 6321[c].)

13.3 The migrant region and LEA provide educational continuity for migrant students through the timely transfer of educational and health records. (20 U.S.C. § 6391; 34 CFR 200.41[c].)

Associated Documents ME samples of migrant students' cumulative records (hard copy only) [r]

Required and Suggested Documents ME migrant students' academic assessment records [r]
ME sample transfer records from MSIX data system [s]
ME samples of migrant students' academic assessment records (hard copy only) [r]
ME samples of migrant students' class schedules [r]
ME transfer records from MSIX data system [s]

Legal References

VI. OPPORTUNITY AND EQUAL EDUCATIONAL ACCESS

VI-ME 14: Private Schools

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VI-M 14. For participating private schools, the LEA provides equitable educational services and benefits to address the needs of eligible school students, their teachers, and their families. (20 U.S.C. §§ 6320[a][1], 7881[a][1].)

(a) Educational services are provided in a timely manner. (20 U.S.C. §§ 6320[a][3], 7881[a][3].)

(b) The LEA expends equal per-pupil amounts for educational services and other benefits for eligible private and public school students. (20 U.S.C. §§ 6320[a][4], 7881[a][4].)

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	(c) Educational services provided by the LEA are secular, neutral, and nonideological. (20 U.S.C. §§ 6320[a][2], 7881[a][2].) (d) Teachers of Title I and Title III students in private schools participate on an equitable basis in professional development activities. (20 U.S.C. §§ 6320[a][1], 7881[a][1].)
Associated Documents	Dated notice to private schools of ESEA eligibility [r]
Required and Suggested Documents	ME multi-funded staff time and funding records for private schools [r] ME multi-funded staff time and services provided to private schools with Migrant Education funds [r] ME Private School PAC meeting agendas, minutes, and sign-in sheets [r] ME Professional Development Plan for Private School staff [r] ME Third-party service provider contracts [r]

Legal References

VII. TEACHING AND LEARNING

VII-ME 15: Educational and Other Services

Updated 06/04/2013 by Administrator Administrator

SEA Status	In Progress
Comments by SEA	
Compliance Indicators	VII-M 15. The LEA provides migrant students with the full range of services available from appropriate local, state, and federal education programs. (20 U.S.C. § 6394[b][1][A].) 15.1 The migrant region and LEA provide a comprehensive, supplementary program designed to meet the educational, health, and related needs of participating students, as described in the service agreement. (EC § 54443.1[c].) 15.2 The migrant region and LEA give priority for service to migrant children who are failing to meet state academic content standards and whose education was interrupted during the regular school year. (20 U.S.C. § 6394 [d].) 15.3 The migrant region and LEA coordinate migrant education services with other state and federal programs. (20 U.S.C. § 6396[a][1][G].) 15.4 The migrant region and LEA provide a brief individual learning plan, listing services to be provided, to parents annually or on enrollment. (EC § 54443.1[d].) 15.5 The migrant region and LEA maintain migrant student records for kindergarten through grade twelve students, or copies, in the student cumulative record. (20 U.S.C. § 6394 [b] [3].)
Associated Documents	LEA Plan [r] ME sample Certificates of Eligibility of migrant students (r) ME samples of migrant students' cumulative records (hard copy only) [r] Single Plan for Student Achievement (SPSA) [r]
Required and Suggested Documents	ME class or course placement records [r] ME records of coordination with other state and federal programs [r] ME samples of migrant students' learning records (hard copy only) [r]
Legal References	

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VIII.IDENTIFICATION, RECRUITMENT & QUALITY CONTROL

VIII-ME 16: Identification, Recruitment, and Quality Control

Updated 06/04/2013 by Administrator Administrator

SEA Status In Progress

Comments by SEA

Compliance Indicators VIII-M 16. The LEA has established and implemented a system of quality controls for the proper identification and recruitment of eligible migratory children. (34 CFR 200.89 [d] [1] [2] [3] [4] [5] [6] [7].)

16.1 The migrant region and LEA provide comprehensive training to ensure that recruiters and all other staff involved in determining eligibility and in conducting quality control procedures know the requirements for accurately determining and documenting child eligibility under the MEP. (34 CFR 200.89 [d] [1].)

16.2 The migrant region and LEA have implemented a system that provides for the supervision and annual review and evaluation of the identification and recruitment practices of individual recruiters. (34 CFR 200.89 [d] [2].)

16.3 The migrant region and LEA have implemented a formal process for resolving eligibility questions raised by recruiters and their supervisors and for ensuring that this information is communicated to all local operating agencies. (34 CFR 200.89 [d] [3].)

16.4 The migrant region and LEA have implemented a process by which an examination by qualified individuals of each COE to verify that the written documentation is sufficient and that, based on the recorded data, the child is eligible for MEP services. (34 CFR 200.89 [d] [4].)

16.5 The migrant region and LEA have implemented a process to validate that the eligibility determinations were properly made, including conducting prospective re-interviewing. (34 CFR 200.89 [d] [5].)

16.6 The migrant region and LEA have implemented a documentation process that supports the implementation of this quality control system and of a record of actions taken to improve the system where periodic reviews and evaluations indicate the need to do so. (34 CFR 200.89 [d] [6].)

16.7 The migrant region and LEA have a process for implementing corrective action if the SEA finds COEs that do not sufficiently document a child's eligibility for the MEP, or in response to internal audit findings, or monitoring. (34 CFR 200.89 [d] [7].)

Associated Documents

Required and Suggested Documents ME annual evaluation of Identification and Recruitment staff [r]
ME annual re-interview and verification records [r]
ME Certificates of Eligibility verification records [r]
ME COE verification records [r]
ME corrective action records [r]
ME Quality Control Plan [r]
ME records of Professional Development Activities for Identification and Recruitment Staff [r]

Legal References